

MODULE 1 - Instructions to create New Account on the new web-based program H-2A and H-2B (Agents and Employers)

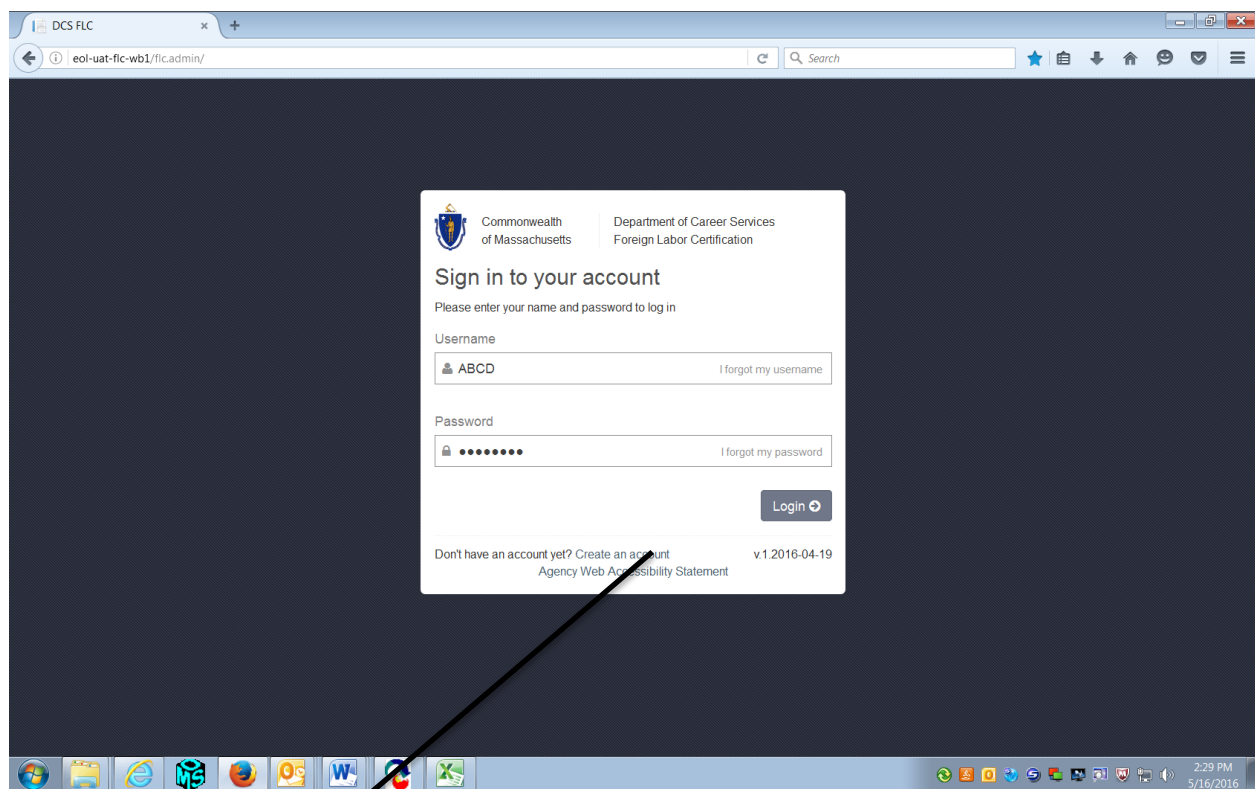
Introduction:

In order for you to complete the Job applications, you need to create an account with DCS. **This will be required ONLY once.**

Please follow a few simple steps to determine the identity of the employer and the Agent. This will protect your information and maintain confidentiality.

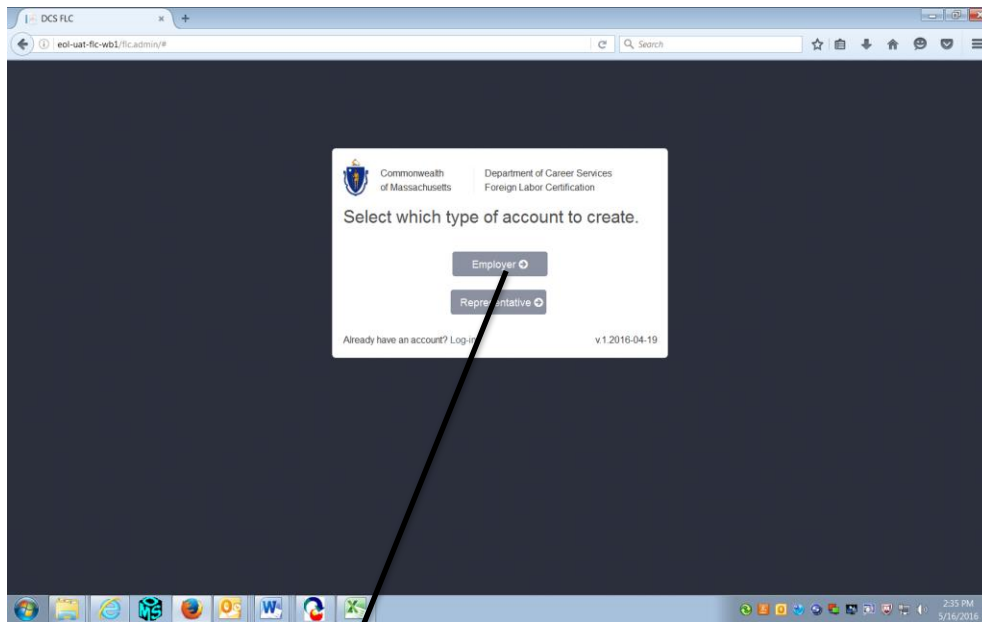
Step 1

1. Click on the website link provided to you. Once you click on the link, you will come to the following screen:



2. Click on **"Create an account"**, you will see the following screen:

FLC Web Based Application



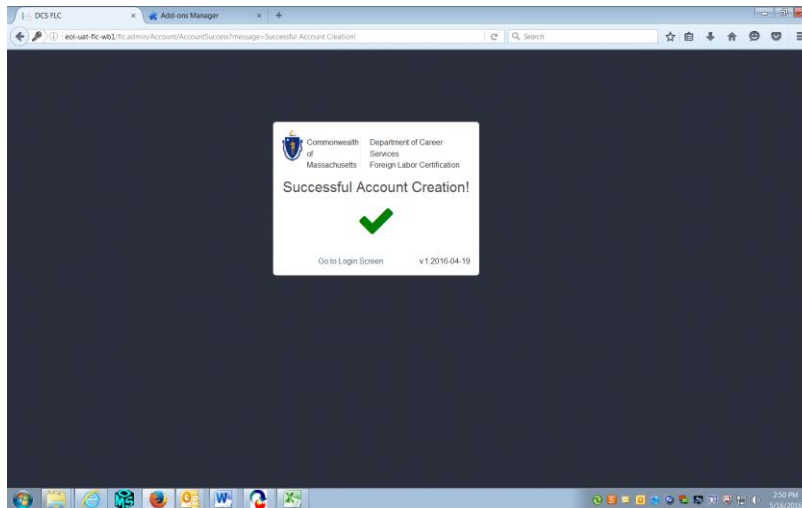
3. Select either **"Employer"** if an employer or **"Representative"** if an agent.

You will come to a new page.

A screenshot of the "Contact Information" page in the FLC Web Based Application. The page has a dark blue background with a white central box. The box contains the state seal, the text "Commonwealth of Massachusetts" and "Department of Career Services Foreign Labor Certification", and the heading "Contact Information". Below the heading is the instruction "Please enter your contact information below." and several input fields: "Username", "Business Name", "Federal Identification Number (FEIN)", "Employer First Name", "Employer Last Name", "Email", "Password", and "Confirm Password".

4. This is a fillable page; complete information on the given page and Click **<Submit>**
Important: Please write down your email and password that you had used to create the account. You will need that information to access your account in future.

5. You will get the following message.



This is a confirmation that you have created the account successfully.

Important: You will get an email confirming the account creation and will provide further instructions.

Please wait for the email.

Sample e-mail:

Jacob Verrill,

Massachusetts Department of Career Services Foreign Labor Certification received a request for a new account.

If you have not already filled in the rest of your profile, please do that now so we can verify your account. Applications cannot be filed until your account has been verified.

To enter your profile information, click on the link below (or copy and paste the URL into your browser):

<http://EOL-UAT-FLC-WB1/flc.admin/employer/account?id=241&token=ewF3mpshzvNqNzxRKQJNdxA06Ju3Ah1fiEWQLYUm8dAQkX%2bXbH%2fTPVCmnYE2%2bniGIRy7b2jvdYJ6mvShYvYBNDTC5rMdU5VyMGcXINcyF4mGlrJoVi1%2bt9LPOJEkndgLOGBC1DqufAClwhuYglo2fvR70y9uEx5%2f0YR79OkCil%3d%3a1463424625071>

Once you get the e-mail, log-in to your account again using the **same email and password** that you had used to create the account.

Creating an Employer's profile

There are 5 tabs at the top of the page. Click on each tab to complete information under different headings:

- Contact
- Addresses
- Preferences
- Employees
- Representatives

Tab 1 - Contact information

Click on “contact Information” Fill –in all the required information on the form.

Click the tab “Save”

The screenshot shows the 'Employer Profile' page for the 'Contact' tab. The form is divided into two main sections: 'Contact Information' and 'Business Information'. The 'Contact Information' section includes fields for 'Business Name', 'Employer First Name', 'Employer Last Name', 'Phone', and 'Cell'. The 'Business Information' section includes fields for 'FLCEmployerId' and 'State Identification Number'. There is also a 'Login' section with a 'UserName' field. A 'Save' button is located at the top right of the form, highlighted with a yellow box and an arrow pointing to it. The 'Phone' field has a red error message: 'This field is required'.

Contact Information	Business Information
Business Name	FLCEmployerId
Employer First Name	State Identification Number
Employer Last Name	
Phone	Login
Cell	UserName

Tab 2 - Addresses:

Open the next tab; complete all information under **"Business address"**

Create/add **"housing address"** by clicking on "create new address"

DCS FLC | Add-ons Manager | Department of Career Services Foreign Labor Certification

Commonwealth of Massachusetts | Welcome Jacob Verrill

Employer Profile | Addresses

Business Address

Street # | Street Name | City | Zip | State | County

Create new Work Site, Housing Site or Job Location

Create New Address

Tab 3 - Preferences: Open the next tab "Preferences"

Select your preference of the **"airport"** where you want the workers to arrive.

DCS FLC | Add-ons Manager | Department of Career Services Foreign Labor Certification

Commonwealth of Massachusetts | Welcome Jacob Verrill

Employer Profile | Preferences

Program(s) | Airport Preferences

For Intrastate and Interstate Referrals Check all that apply:

☐ Bradley International Airport (BDL) ☐ Manchester Boston Regional Airport (MBT) ☐ Logan International Airport (BOS) ☐ Other

If Other, Specify Airport Code

Once you complete information on all tabs, **"save"** your information; the **"save"** button is at the top of the page. Always **SAVE THE PAGE**

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Tab 4 – Employees: You can designate employees who will have access to the application by providing email address.

The screenshot shows the 'Employer Profile' page for Jacob Verrill. The 'Employees' tab is selected, displaying a form to add additional employees. The form includes a text input for 'Email Address' and a 'Submit' button. A warning message states: 'You can add additional users to your account to help enter information. These additional users will not be able to add users or sign documents but will have all other rights to edit. DO NOT REGISTER REPRESENTATIVES HERE.' The left sidebar shows navigation options for H2A and H2B programs. The bottom status bar indicates the date is 5/18/2016.

SAVE THE PAGE

Tab 5- Representatives:

Employer can select the Agent/Representative to act on his/her behalf.

The screenshot shows the 'Employer Profile' page for Jacob Verrill, with the 'Representative' tab selected. The 'Representative Information' section is visible, featuring a dropdown menu for selecting an agent. The selected agent is 'ABC Agriculture Inc'. Below the dropdown, there is a text input for the representative's name, which is currently empty. A 'Submit Signature' button is located to the right of the name input. The left sidebar and bottom status bar are consistent with the previous screenshot.

You can select the Agent from the drop down menu.

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Once all tabs are completed click on **“Save”**

You will get a message **“Profile saved”**.

1. If you have selected an Agent/ Representative, wait for the confirmation from Agent and DCS
2. Once you receive the confirmation, you will be able to file the ETA-790.

Important: This action may not happen immediately thus you may have to wait for the confirmation

Log-on to your account after receiving the confirmation.

For the **first time**, you will have to create a new application but for the subsequent applications; you can use the previously created ETA-790.

You are now ready to complete ETA-790.

This is the end of **Module One**.

To process an Agent and Employer's **Acceptance/Agreement**, complete **Module 2**

*****This is the end of Module 1*****